

FOREST COUNTY CHILD SUPPORT COMMITTEE MEETING MINUTES

COMMITTEE: CHILD SUPPORT COMMITTEE

DATE: TUESDAY, MAY 3, 2022

TIME: 4:00 P.M.

PLACE: COUNTY BOARD ROOM

CALL TO ORDER

Goode called the meeting to order at 4:00 p.m.

ROLL CALL

Committee members present: Scott Goode, Lynne Black, and Tina Anderson

Committee members absent: None

Others present: Shannon Boney, Child Support Agency Director

APPROVE MEETING AGENDA

Motion by Anderson to approve the agenda as presented, seconded by Black. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE JANUARY 31, 2022 CHILD SUPPORT COMMITTEE MEETING

Motion by Black to approve minutes from the January 31, 2022 meeting, second by Anderson. All present voting AYE. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS

No appearances by anyone from the general public.

FISCAL UPDATES

The committee reviewed the final Child Support Agency (CSA) Budget Comparison Report for 2021 which indicated that the county levy amount spent for CY 2021 was \$60,065. The CSA's budgeted county levy was \$63,504, therefore, they were under budget by approximately \$3,439.

Shannon provided the committee with another Budget Comparison Report which included revenues and expenses for the CSA from January 2022 through March 2022. Shannon explained the report doesn't include the 66% administrative cost reimbursement for the 1st quarter in 2022. There was a deposit on April 30th for over \$48,000 which is not reflected in the report as the printout is only through March 2022.

Shannon explained that Cindy signed a State/County contract amendment which indicated our funding would be \$73,987 for 2022 which includes the additional one-time GPR funding of \$3,870 that the CSA received, which was discussed at our previous meeting.

PROGRAM UPDATES

Shannon explained that the auditors were here last week and tested multiple things which included expense reporting to the state (SPARC) and CSA's receipt books for 2021 as the CSA collects payments at their office in the form of a check or money order which is then forwarded to the Wisconsin Support Collections Trust Fund (WI SCTF). One of the auditors working on the CSA program indicated that she didn't see any problems with the CSA department.

Shannon provided the committee with legislative updates that were enacted this session in reference to Act 160, Act 169, Act 204, Act 205, and Act 259.

DEPARTMENTAL UPDATES

Shannon provided an update regarding the implementation of AllPaid which is an online payment processing company so people can make payments with their debit or credit cards in the CSA office, online or by phone. The CSA has not yet implemented AllPaid as James (IT) had some concerns. James has been working with the CSA and AllPaid to address some of the IT related concerns he had. Shannon will provide further updates at the next meeting.

Shannon provided pictures of the remaining projects due as a result of the flooding and courthouse renovations. There was a discussion regarding these matters, and the committee suggested that Shannon check with Nora regarding her concerns, but felt that Shannon may want to refer this to the Building Committee.

Shannon explained that the CSA, Health Department, Social Services, and Commission on Aging are required to complete a Civil Rights Plan as they receive federal and/or state funding, and Forest County has over 50 employees. The four departments did a group Civil Rights Plan which was completed for the 2022 through 2025 compliance period. For this compliance period, Tammy Queen volunteered to be the Civil Rights Compliance (CRC) Coordinator for Forest County and Shannon agreed to continue as the Limited English Proficiency (LEP) Coordinator for this compliance period. Shannon looked into who the surrounding counties assign their CRC and LEP Coordinator duties to, and she found that the majority have their HR Department or Administrative Coordinator handle these duties. One county has their DSS Director do it, and one county has their Corporation Counsel take on these duties. Shannon communicated with Nora regarding this, as we need to find a replacement for Tammy since she's no longer employed with Forest County. Nora expressed concern about taking on any further duties right now due to lack of time, but she indicated this was something that we can discuss again in the future. Shannon agreed to take on both the CRC and LEP Coordinator duties at this time, but if a complaint is ever received, she would like Corporation Counsel to get involved. Shannon explained she could hand out the complaint forms and other information as necessary. If a complaint is received, she could do some preliminary work, but would like to hand it off to

Corporation Counsel to conduct the investigation and provide a written response. The committee agreed this would be an appropriate way to handle complaints.

PERFORMANCE MEASURES UPDATE

Shannon updated members on the status of their performance and provided a handout regarding the CSA performance from October 1, 2021 through March 31, 2022. She explained that performance is measured per Federal Fiscal Year (FFY), and that the 2022 FFY runs from October 1, 2021 to September 30, 2022. Shannon explained how their agency's performance compared to the prior FFY.

REVIEW AND POSSIBLE APPROVAL OF CHILD SUPPORT AGENCY'S 2021 ANNUAL REPORT, TO BE FORWARDED TO THE FULL COUNTY BOARD FOR FINAL APPROVAL

The committee reviewed the CSA's 2021 Annual Report which Shannon prepared. *Motion by Anderson to approve the CSA's annual report, and forward it to the full County Board for final approval, second by Black. All present voting AYE. Motion carried.*

ANY OTHER BUSINESS AS PERMITTED BY LAW

None

SCHEDULE NEXT MEETING AND DISCUSS POSSIBLE FUTURE AGENDA ITEMS

The next meeting is tentatively scheduled for Thursday, August 4, 2022, at 4:00 p.m. Some possible future agenda items to discuss are as follows:

- Update on ALLPAID implementation
- Update on WiKIDS/E-filing interface

ADJOURNMENT

There being no further business, motion by Black to adjourn at 4:56 p.m., second by Anderson. All present voting AYE. Motion carried.

****These minutes are not official and subject to change. They will be officially approved at the next scheduled Child Support Committee meeting.***